

DEFENSE TRAVEL  
MANAGEMENT OFFICE

# Information Paper: How to Import a CSV File Into Excel Without Removing the Leading 0s

This document provides one method for importing a CSV formatted file into Microsoft Excel without removing the leading 0's. This will assist any user who exports a report from the Defense Travel System (DTS) in CSV format and would like to import it into Microsoft Excel to manipulate the data.

Use the below steps to import a CSV file

1. A traveler's Electronic Funds Transfer (EFT) Data may have leading zeros for their EFT data, as depicted in Figure 1.

**Electronic Funds Transfer Data**

Enter only one account with a routing number

Mandatory EFT Payment: \*  Yes  No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:

Figure 1

2. The DTA will select **View Person Lists>Complete Traveler Info List** from the People module in the DTA Tools (Figure 2).

**DTA Tools:** [People](#) [Search People](#) | [Create Person](#) | [Receive Person](#) [View Person Lists](#)

**View Person Lists**

Select Report: [Basic Traveler Info List](#) [Basic Traveler Info List](#) [Complete Traveler Info List](#) [Accounts Info List](#) [Special Features Info List](#) [Groups Info List](#)

Select Organization:  --Include Sub-Organizations

Figure 2

3. After selecting the **Complete Traveler Info List**, a File Download popup will appear (Figure 3).

Select **Save** and save the .csv file to a specific place on your computer.

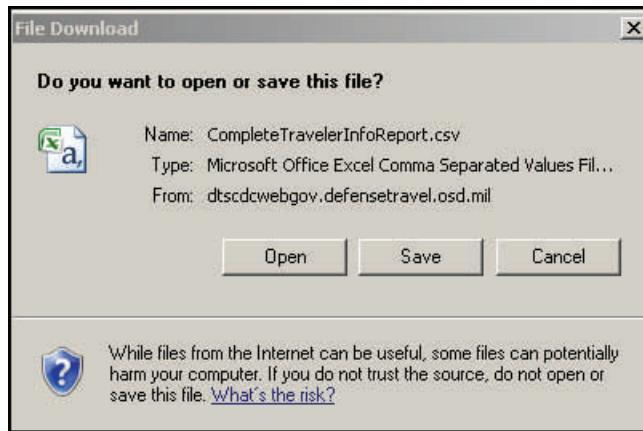


Figure 3

4. Open the folder where you stored the folder on your computer and right click on the .csv file that was just saved. Click **Rename** (Figure 4). Change the extension of this file from .csv to .txt (this will force Excel to automatically recognize this information as text and start an import wizard, when the file is opened using Excel).

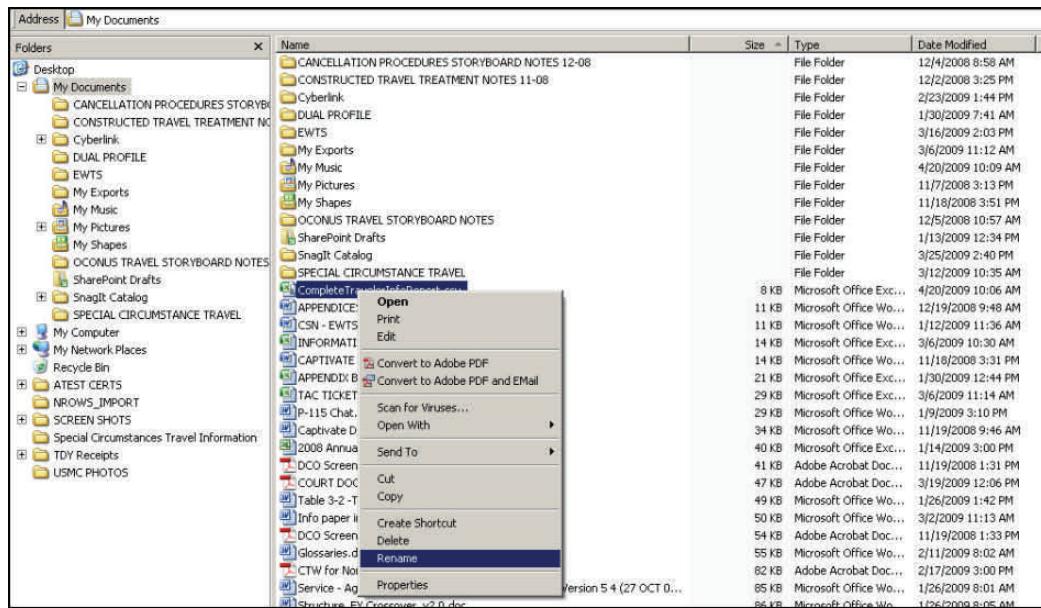


Figure 4

5. Open Excel and click **File>Open**. In this example, select the file CompleteTravelerReport.txt . Click **Open** (Figure 5).

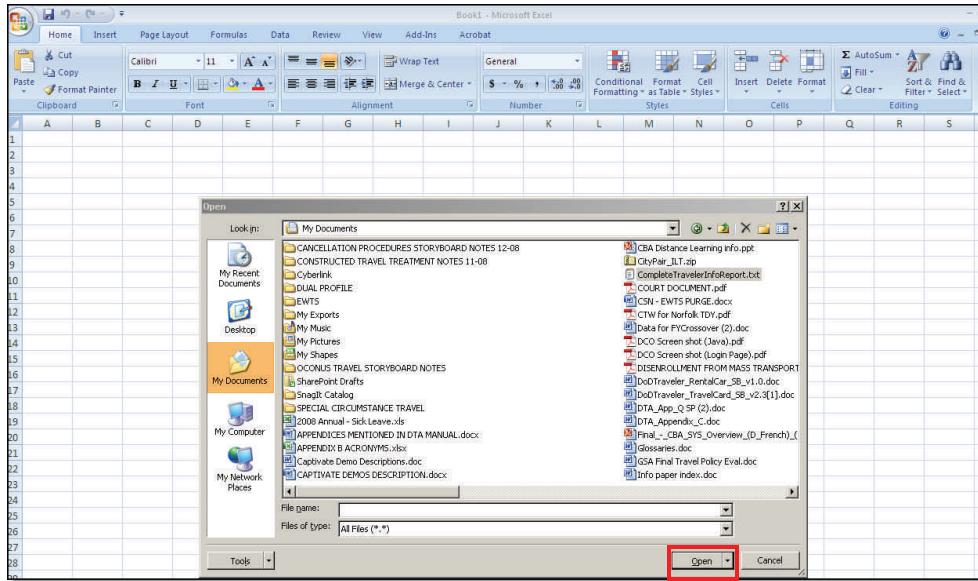


Figure 5

6. Choose the **Delimited** option and then click **Next** (Figure 6).

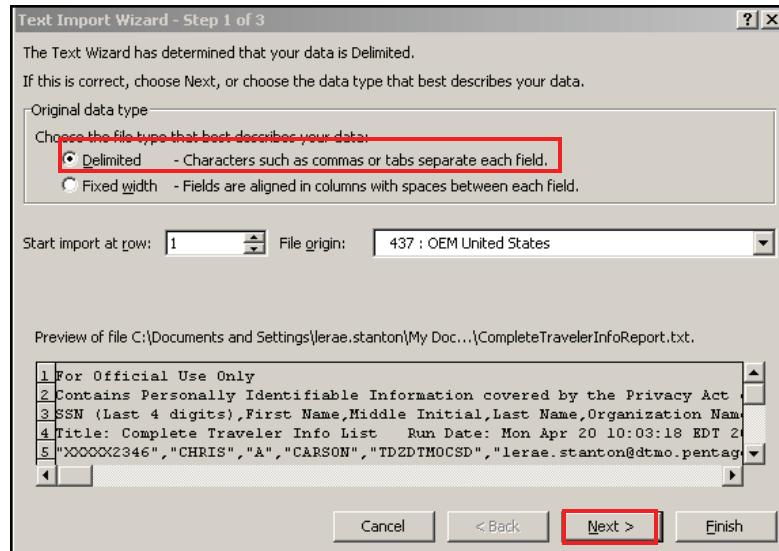


Figure 6

7. Check the **Comma** box (making sure no other Delimiters boxes are checked) and click **Next** (Figure 7).

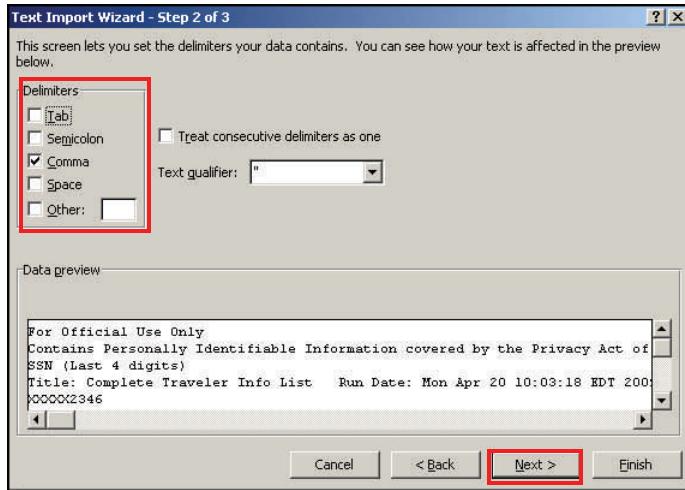


Figure 7

8. On the next screen, the first column has already been highlighted. Scroll all the way to the right. In the last field, hold the **Shift** key, and click the last column header to highlight it (Figure 8). All the columns should now be highlighted.

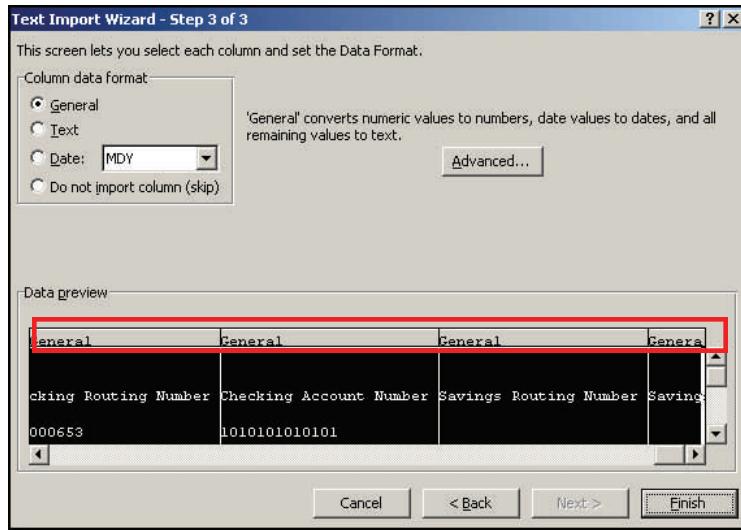


Figure 8

9. Select the option box **Text** (Figure 9). All of the columns are now formatted for Text. Click the **Finish** button. All of the headers will have changed from “General” to “Text”. The data will properly import into Excel. The columns have been formatted for text, so all numbers display.

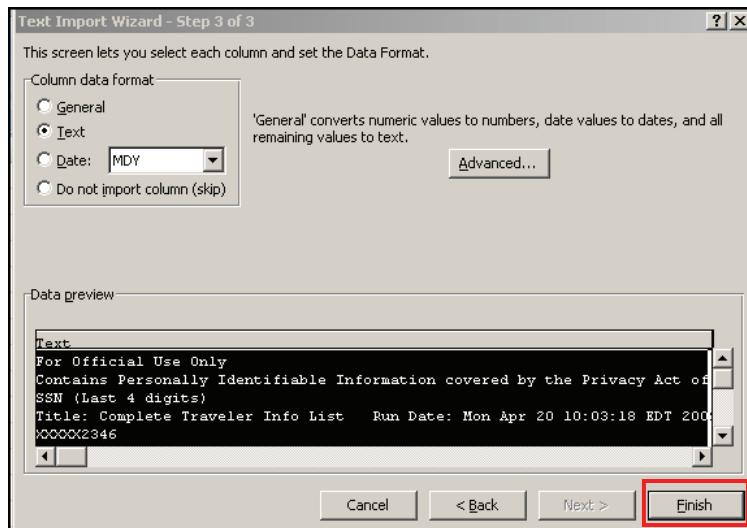


Figure 9